

Reason Center Rental Policies

If this agreement is signed by Reason Center, the requesting renter is informed and agrees that, the storage room and library room are excluded from this agreement and use of those areas are not permitted by the renter or any guests.

The person representing the Renting entity shall be referred to as the Event Organizer.

Event Organizer will be acting on behalf of the Renting entity and will be held responsible for any damages or costs that result from the usage of the space by the renting entity or any guests who use the space during the time of the reservation.

In order to make a reservation, this Reason Center Rental Policies form and a Rental Space Request form must be submitted (by email or in person) 5 days before a proposed reservation. If sent by mail it must be received 5 days prior to a proposed reservation. If the request is approved the event organizer will be sent a signed copy of this document to the email address indicated as the contact email address for the Event Organizer, or first Event Organizer if there is more than one. A \$150 security deposit must then be submitted by check, cashiers check, PayPal, or money order.

After the security deposit has been received, the space will be reserved.

If the security deposit is paid by check, the check must clear before a reservation is finalized.

The rental rate for the space is \$40 per hour for the large room, \$20 per hour for the smaller library room, and \$55 per hour for both, which is due at least 72 hours prior the beginning of the event unless a written agreement is made between the Renting entity and Reason Center where both parties agree to a different arrangement. If a different arrangement is made for one event it is understood that that does not set a precedent for following events. Special arrangements shall be considered a one time exception to the normal policy.

Online payments may be sent to reasoncenter@gmail.com via PayPal; checks must be made out to "Reason Center" and mailed to the address at the bottom of the page.

Access to Reason Center will be granted via a lock code. The code will unlock the front door to the center.

After the event, the location will be inspected by Reason Center staff for any damages which would require a deduction to the security deposit.

If no deductions are necessary and the renter does not have another event scheduled with Reason Center, the security deposit shall be returned within 30 days. The deposit shall be returned via the following methods.

1. If it was sent via PayPal - it will be sent back to the email address it was received from,
- or**
2. To the email address via PayPal of the first Event Organizer
3. To the email address of the 2nd Event Organizer, if there is more than one.

If for some reason Reason Center is unable to contact the renting entity or event organizer and arrange the return of the appropriate amount of the security deposit after an event, the funds shall be turned over to the local jurisdiction as abandoned property.

If the renter has already scheduled another reservation the deposit will be kept on file to cover the security deposit for the next reservation.

If deductions from the security deposit are necessary to repair any damages or to conduct cleaning in order to return the space to the condition it was in before the event, these actions will be taken, and the renter shall be sent a Disposition of Deposit which will show receipts describing the costs and deductions made within 45 days of the time of the reservation. Such deductions may exceed the amount of the initial deposit. In such a case, the disposition will describe the amount due to the Reason Center which must be paid within 30 days of the date the Disposition is sent to the Renting entity.

The Reason Center also reserves the right to cancel upcoming reservations if deductions from the security deposit are necessary after a concluded event, even if a signed rental agreement has been made for a subsequent event.

If deductions from the security deposit are required and a subsequent event is already reserved, the amount of the security deposit on file would need to be replenished back to the amount of \$150 at least 72 hours before the second event may be held.

If a \$150 security deposit is already on file with the Reason Center another security deposit is not required for another reservation.

Event Rules

1. Renters agree to have events which do not violate any local government jurisdiction laws or community guidelines including noise and nuisance laws.
2. If an event includes the playing of a film or movie, such content must be used with the proper legal permissions or be in the public domain.
3. Do not use or allow any event guests to run torrents over the wifi.

Lock Code Usage

A PERSONAL 6-digit code will be provided when your space request has been approved and Event Organizers have read and signed the Reason Center's "Reason Center Rental Policies." **By signing this agreement you promise not to share your personal code. When you use your code, you accept personal responsibility for the Reason Center during its use, from entry to exit.** Specific responsibilities are detailed farther below. *Note: If Event Organizers in your organization need a code, we will provide them with their own personal code. There is a limit of 3 Event Organizers per Renting Entity.*

How to Use the Lock Code

TO UNLOCK:

From the outside, press the Home logo and enter your provided code.

TO LOCK:

From the outside, press the Lock logo.

We will send you instructions again with the provided code.

User Responsibilities

You will be accountable for unlocking the door at the beginning of your reserved event time, and making sure at the end, **after going through the cleanup checklist posted at the Reason Center**, that all attendees have vacated the premises and that both the front and back door are locked at the end of your event. You will also be held responsible for any damage to the premises or contents of Reason Center and to make sure that Reason Center is left as clean as or cleaner than you found it. This includes (but is not limited to) the following:

- Stack chairs (up to 8 high) and tables in their corner, along with any other items that you moved
- Vacuum the floors
- Clean any dishes or utensils used and any other items you got dirty
- Make sure the bathrooms are cleaned
- Take the garbage and recycling to the dumpsters

Note: Failure to clean will result in cleaning fees being deducted from your deposit and a requirement that you redeposit funds for your next event.

Rights and Limitations

Your right to use of this code extends only to the times for which you have the Reason Center reserved. If you use the code to enter the premises at any other time and interfere with any other group's use of the Reason Center, or fail to take responsibility for cleaning up after your event, your code will be revoked, and you will have to pay a fee to have someone come and unlock for you for any future events.

We hope that you have successful events at the Reason Center!

Do not share the code!

I agree that I will not share my code with ANYONE!
I have read the Lock Code Information & Usage Requirements section of this document outlining the responsible use of the Reason Center lock code.



Promoting Civic Equality and Secular Values

I comprehend the policies and procedures for responsible use of the facility.
I acknowledge that, by using my code, I am accepting personal responsibility for
the Reason Center for the duration of its use, from entry to exit.

Reason Center Rental Policies V5 Signing Page

**I will abide by the usage policies stated and carry out all the procedures for
proper use of the premises as specified by the Reason Center Rental Policies.**

Renting Entity _____ Date: _____

1. Event Organizer Name

(Print) _____ Signature: _____

Phone: _____ Email: _____

2. Event Organizer Name

(Print) _____ Signature: _____

Phone: _____ Email: _____

3. Event Organizer Name

(Print) _____ Signature: _____

Phone: _____ Email: _____

Reason Center Representative:

Title_____

(Print)_____

Signature:_____

Date_____